

## BALTIMORE COUNTY OFFICE OF CENTRAL SERVICES Records Management Division

SCHEDULE NO.

C-684

PAGE NO.

l of l

## RECORDS RETENTION AND MISPOSAL SCHEDULE

Community Development Grants Administration					
	ACENCY	DIVISION			
ITEM NO.	DESCRIPTION		RETENTION		
1.	This schedule supersedes Schedule of FEDERAL CONTRACT FILES (GRANTS Original proposals to Federal for Block Grant funds. Original Pederal Contract, all related documentation including P.O. Received, etc. Becomes infunds are expended (usually year).	Retain in office until grant closed then purge of all non-record material. Retain for additional three (3) years from date closed or from date received in Record Center, whichever is shorter, ther destroy.			
2.	STATE CONTRACT FILES (GRANTS) Original proposals to State Good Grant funds. Original copy Contract, all related documentation including Preceived, etc. Becomes infunds are expended (usually year).	Retain in office until grant closed then purge of all non-record material. Retain for additional three (3) years from date closed or from date received in Record Center, whichever is shorter, then destroy.			
	LE APPROVED BY S MANAGEMENT OFFICER	SCHEDULE APPROVED BY COUNTY ADMINISTRATIVE	E OFFICER		
3/20 DATE	492 Levald a Turih SIGNATURE	SIZ4192 M	SIGNATURE		
ì	LE APPROVED BY	SCHEDULE APPROVED BY	Y		
	r-92 Leven M. Rodoly E SIGNATURE	STATE ARCHIVIST  4/16/9~  PATE	Bliand 2 SIGNATURE		

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## DEPARTMENT OF GENERAL SERVICES RECORDS HANACEMENT DIVISION 7275 WATERLOO ROAD P.O. Box 275 Jessup, Maryland 20794

AGENCY RECORDS INVENTORY

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2. DIVISION

3. UNIT

Grants Administration

A CROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR DEFINITION-RECORD SERIES-REFERENCE AS WELL AS RETENTION AND DISPOSITION FURPOSES.

4. RECORD SERIES TITLE

Federal Contract Files

5. FARLLEST YEAR/LATEST YEAR

1986 to 1987

(PRIEFLY DESCRIBE THE TYPES OF INFOPMATION/DOCUMENTS/FORMS FORMS 6. RECORD SERIES DISCRIPTION IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Original Proposal to Federal Govt. for Block Grant funds. Original fopy of Federal Contract, all related financial documentation including P.O.'s; Goods Received, etc. Become inactive when funds have been expended. (Usually each Fiscal Year).

7. RECORDS SERVES FOR		8. RECORDS SERIES SEC			
[] LETTER SIZE []	) MICROFILM	[] VITAMBELICAL	(% file drawer(s) () Microfilm reel(s)		
k] LEGAL SIZE	) amputer tape	8) nimerical	[] COMPUTER TAPE(S)  NUMBER [] OTHER SPECIFY		
	] FLOFPY DISK ] VIDEO TAPE	[] CHRONOLOGICAL [] GEOGRAPHICAL	10. VOLING		
[] OTHER (SPECIFY)		[] OTHER SPECIFY	[] FILE DRAWER(S) [] MICROFILM REELS(S) [] COMPUTER TAPE(S)  MIMBER [] OTHER (SPECIFY)		
		by contract #			
11. FILE US USED (3) DAILY	[] WEEKLY	E3 MONTHLY	12. FILES HEOME INACTIVE AFTER [] MANUH(S) [] YEAR(S)    MANUEL   Manuel		
13. CURRENT LOCATION (If yes, sp 1 Investment Pl	ecify agency or off		14. IS RECORDS SERVES DUPLICATED ELSEWHERE? (Sometimes in Co. Council files)  £1 YES [1 No		
15. ACCESS RESTRICTION (If yes, cite la	rohs [] YES kk M sw(s) & regulation(s		16. AUDIT REQUIREME T [] NONE [] STATE & FEDERAL [] INDEPENDENT (Annually)		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe and hardware/software) [] YES [] No			18. RECOMMENDED RETENTION  3 yrs. from date closed after funds are expended.		
N/A					
		1.			

AME AND TITLE OF PREPARER Ruth Brown, Office Asst.

20. TELEPHONE MIMBER

887~6055

21 DATE

2/21/92

SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE.

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## DEPARTENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. Box 275

AGENCY	RECORDS	INVENTORY
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2 of 2 Jessup, Maryland 20794 1. DEPARTMENT/ACTENCY 2. DIVISION 3. UNIT Community Development Grants Administration A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR DEFINITION-RECORD SERIES-REFERENCE AS WELL AS RETENTION AND DISPOSITION FURPOSES. 4. RECORD SERIES TILLE 5. EARLIEST YEAR LATEST YEAR State Contract Files 1986 to 1987 (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND 6. RECORD SERIES DISCRIPTION IN THE SERIES. INJUDE THE PURPOSE OR FUNCTION OF THE SERIES) Original Proposal to State Govt. for Block Grant funds. Original fopy of State ' Contract, all related financial documentation including P.O.'s; Goods Received, etc. Become inactive when funds have been expended. (Usually each Fiscal Year). 7. RECURDS SERIES FORMST(S) 8. RECORDS SERIES SECTIONS. 9. WILME [] LETTER SIZE [] MICROFUM [] ALMWETTCAL EX FILE URAWER(S) [] MICROFILM REEL(S) I LEGAL SIZE 11 OTHER TAPE M MMERICAL [] COMPUTER TAPE(S) NUMBER 11 OTHER SPECIFY 11 BOUND BOOK 11 PLOFFY DISK 1 CIRONOLOGICAL 10. VULUME [] AUDIO TAPE [] VIDEO TAPE [] CEOGRAPHICAL [] FILE DRAWER(S) [] MICROFILM REELS(S) [] OTHER (SPECIFY) [] OTHER SPECIFY [] COMPUTER TAPE(S) MIMBER [] OTHER (SPECIFY) by contract # II. FILE US USED 12. FILES BEOTHE INACTIVE AFTER [] MONTHLY YURAG [c] [] WEEKLY (a)HMMH(1) [] YEAR(S) (immediately after \$ spent) 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 14. IS RECORDS SERVES DUPLICATED ELSEWHERE? (Sometimes in Co. Council files) (If yes, specify agency or office 11 YES [] NO 1 Investment Place, Suite 105 15. ACCESS RESTRICTIONS 11 YES KK NO 16. AUDIT REQUIREME 1 11 STATE RF FEDERAL [] INDEPENDENT (If yes, cite law(s) & regulation(s) [] NONE Annually) 18. RECOMMENDED RETENTION 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe and hardware/software) 3 yrs. from date closed after funds [] YES [] No are expended) N/A garage and the expression

NAME AND TITLE OF PREPARER Ruth Brown, Office Asst.

20. TO EPHONE NUMBER

887-6055

21. DATE 2/21/92